



**SUBMITTAL REQUIREMENTS**  
**SOLAR DOMESTIC WATER HEATING ROOFTOP INSTALLATIONS**  
**30 kWth OR LESS, ONE- AND TWO-FAMILY DWELLINGS**  
CITY OF ENCINITAS DEVELOPMENT SERVICES DEPARTMENT  
505 SOUTH VULCAN AVENUE ENCINITAS CA 92024  
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This information bulletin is published to guide applicants through the permitting process for rooftop solar domestic water heating (SDWH) projects 30 kWth (462 square foot collector area) in size or smaller. This bulletin provides information about submittal requirements for plan review, required fees and inspections.

All applications are submitted through our Customer Self Service (CSS) portal. Registration required. Applications are reviewed within five business days.

## 1. Approval Requirements

A plumbing permit is required to install a SDWH system with a maximum thermal output of 30 kWth or less. Some installations may require electrical permits or building permits. Planning review is required for SDWH installations of this size.

## 2. Submittal Requirements

- **Application – Energy Efficiency**

Upload as a single document.

- Solar Process Eligibility Checklist
- A completed Solar Domestic Water Heating Standard Plan. The standard plan may be used for proposed solar installations 30 kWth in size or smaller.
- Completed Structural Criteria for Solar Energy Installations checklist with required documentation.

- **Proof of Ownership or Owner Permission**

Property ownership information on the application must match City records. If the records do not match, a current grant deed with vesting information must be provided. For recently acquired properties, it is advised to submit a copy of the vesting deed with the initial submittal.

- **Plans – Energy Efficiency**

Must include the following elements:

- A roof plan showing roof layout and solar collectors with attachment details.
- An elevation drawing, drawn to scale, demonstrating project compliance with the applicable height limit.
- System schematic, including major components.
- Equipment cut sheets including collectors, controller, and storage tank/heat exchanger (if applicable).

For systems that do not meet all the requirements in the structural criteria form, upload structural drawings and calculations along with the following information and include with your Plans.

- The type of roof covering and the number of roof coverings installed
- Type of roof framing, size of members and spacing
- Weight of panels, support locations and method of attachment
- Framing plan and details for any work necessary to strengthen the existing roof structure
- Site-specific structural calculations

- Where an approved racking system is used, provide documentation showing manufacturer of the rack system, maximum allowable weight the system can support, attachment method to the roof or ground and product evaluation information or structural design for the rack system

### 3. Fees

The following fees apply to typical SDWH installations of this size:

Plumbing Permit	\$132.00
Building Item Review	\$33.00
Planning Item Review	\$70.00
Permit Issuance	\$35.50
City Overhead	\$60.15
Total	\$330.65

**However, the City currently provides a waiver of all applicable fees through the City's Energy Efficiency Permit Fee Waiver Program. No fees are currently assessed for small, rooftop solar water heating installations.**

### 4. Inspections

Once all permits to construct the solar installation have been issued and the system has been installed, it must be inspected before final approval is granted. On-site inspections can be scheduled by contacting Building Division inspection line by telephone at (760) 633-2739. Inspection requests received by 4:00 p.m. on any business day will be scheduled for the next business day.

Permit holders must be prepared to show conformance with all technical requirements in the field at the time of inspection. The inspector will verify that the installation is in conformance with applicable code requirements and with the approved plans.

The inspection checklist provides an overview of common points of inspection, and the applicant should be prepared to show compliance with these points.

### 5. Contact Information

For additional information regarding this permit process please contact the Department's Customer Service Center at (760) 633-2710.